

## Host Placement Week Checklist – A Guide to Remembering What to Do, Where to be, and When to be there

1. (New Participants) Register and create Host Office profile in the Knauss Host Database by Tuesday, Oct. 26, COB  
<http://knauss.seagrant.noaa.gov/>
2. (Participants from Last Year) Revise host information in Database by Tuesday, Oct. 26, COB
3. Fill out Placement Week interview schedule and email to [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) (DEADLINE = Tuesday, Nov. 10, COB). Interview schedule can be found at:

For **Executive and Legislative**:

<http://www.seagrant.noaa.gov/knauss/knausshostinfo.html>

4. Sign up for host presentations by specifying preferred time slot in Database. Preferred presentation times will be honored to the extent possible.

Presentations will be at:

**Executive:** Monday, November 15, 8:00 AM to 6:00 PM at the NOAA Science Center,  
1301 East-West Highway, Silver Spring, MD 20910

**Legislative:** Tuesday, November 17, 1:00 to 3:30 PM, (TBD)

5. (EXECUTIVE HOSTS ONLY) Send email confirming financial support for the fellow to [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov) by Thursday, Nov. 11, COB
6. Receive interview dates and times from National Sea Grant Office (by fax or scanned and emailed). Please make sure that your contact information is updated.

**Executive:** Tuesday, Nov. 9, by 12:00 PM

**Legislative:** Tuesday, Nov. 9, by 5:00 PM

7. Conduct Interviews

**Executive:** Tuesday, Nov. 16, 1:00 PM through Thursday, Nov. 18, 4:00 PM

**Legislative:** Wednesday, Nov. 17, 9:00 AM through Friday, Nov. 19, 11:00 AM

8. Email Finalist rankings to National Sea Grant Office at [oar.sg.fellows@noaa.gov](mailto:oar.sg.fellows@noaa.gov)

**Executive:** Friday, Nov. 19, 6:30 AM

**Legislative:** Friday, Nov. 19, 12:00 PM

9. Sign Ratification Document

10. (EXECUTIVE HOSTS ONLY) Send National Sea Grant Office budget and accounting information for transfer of funds